

GUIDELINES FOR DRAFTING CERTIFICATE OF CORRECTION

If any charter document or other corporate document filed with the Department of Assessments and Taxation contains any typographical error, error of transcription, or other error or has been defectively executed, the document may be corrected by the filing of a Certificate of Correction.

A Certificate of Correction shall set forth the following:

1. The title of the document being corrected;
2. The name of each party to the document being corrected;
3. The date that the document being corrected was filed; and
4. The provision in the document as previously filed and as corrected and execution of the document was defective, the manner in which it was defective.

A Certificate of Correction may not:

1. Alter the wording of any resolution which was adopted by the board of directors or the stockholders of a party to the document being corrected;
2. Make any other change or amendment which would not have complied in all respects with the general corporate laws of Maryland at the time the document being corrected was filed.

FEES: The filing fee for a Certificate of Correction is \$25.00. Make check payable to the State Department of Assessments and Taxation. There is an additional charge for Certified Copies and Expedited Service.

NOTE: All documents must be typed and originally executed in the same manner as the document being corrected is required by law to be executed. For example, a Certificate of Correction to Articles of Incorporation must be executed by all the original incorporators.

***Also, please indicate at the bottom of the document a return address where an acknowledgment may be sent.

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